

## FORMAT FOR INFORMATION TO BE SUBMITTED

In an effort to expedite the payment of Parking Fees/Services for US Army Cadet Command cadre, the following electronic submission is requested:

**ONLY FORMS REVIEWED AND EMAILED BY THE PMS WILL BE PROCESSED**  
EMAIL forms to Ms. R. Rose-Spencer, [rosemarie.rose-spencer@monroe.army.mil](mailto:rosemarie.rose-spencer@monroe.army.mil) or Ms. Gwen Walthes, [Gwendolyn.Walthes@monroe.army.mil](mailto:Gwendolyn.Walthes@monroe.army.mil)

### School Information:

This is a bill from \_\_\_\_\_ (institution) for 12 months of Parking Fees (School Year 03/04) dates: \_\_\_\_\_ to \_\_\_\_\_ for US Army Cadet Command faculty members.

### 2) School Finance Office Information

Yes\_\_\_No\_\_\_ Partnership School. If yes Host School Name \_\_\_\_\_  
School Name: \_\_\_\_\_

Parking Point of Contact: \_\_\_\_\_

University Mailing Address: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ POC Email

(Over \$2500) Cage Code Number \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### 3) Method of Payment School Will Accept

This institution accepts the following forms of payment:

Accept Government Credit Card \_\_\_\_\_ Yes \_\_\_\_\_ NO \_\_\_\_\_

Accept Government Check \_\_\_\_\_ Yes \_\_\_\_\_ NO \_\_\_\_\_

### 4) Parking Fees are Paid for the Following Individuals: ONLY FULL

TIME Active Duty/Active Duty Guard And Reserve/Department of the Army  
Civilians/and Gold Bar Recruiters (must be assigned to USACC and on the TDA)

*Annual pass for GB recruiters will be transferred to incoming GB* \_\_\_Yes

\_\_\_No

Name/Rank

Total Fee

Start  
Date

End  
Date


**TOTAL FEES** \_\_\_\_\_

UPDATE \_\_\_\_\_Yes \_\_\_\_\_No

**PROFESSOR OF MILITARY SCIENCE APPROVAL** ☐ YES ☐ NO